



## CONTRACT NO. 9301-0/20 ROADMAP

**Contract No.:** 9301-0/20

**Title:** Multi-Functional Devices, Maintenance, and Solutions – Prequalification Pool

**Contract Period:** August 1, 2011 – July 31, 2021

**Contract Value:** \$34,000,000 maximum spending authority for the contract term

**Contracting Officer:** **Sherry Y. Crockett**, Procurement Contracting Officer 1  
Phone: (305) 375-4693 - Fax: (305) 375-4407  
E-Mail: [crockett@miamidade.gov](mailto:crockett@miamidade.gov)

### Authorized Departments and Associated Allocation:

Departmental allocations are to be approved by the Mayor. Per the Mayor's direction, allocations will be released to departments upon the submission of final competition documentation (RFQ tally results) to the authorized officer within the Procurement Management Services Division.

The Procurement Contracting Officer shall allocate all required funds for new leases on a per project basis based on the competition results and final costs as outlined in the tally submitted for approval.

### PART #1: PRE-QUALIFIED VENDORS LIST AND AVAILABLE MANUFACTURERS

Vendor	Authorized Manufacturer
1. Konica Minolta Business Solutions USA	Konica Minolta
2. Barlop Inc.	Lanier
3. Canon Business Solutions Inc.	Canon
4. Ricoh USA, Inc.	Ricoh
5. Sharp Business Systems	Sharp
6. Toshiba Business Solutions	Toshiba
7. Xerox Corporation	Xerox
8. Zeno Office Solutions Inc.	Ricoh
9. Milner, Inc.	No Longer Authorized 14APR15
10. Heidelberg USA, Inc	Heidelberg
11. PC Solutions & Integration Inc.	Various

### PART #2: AWARDED ITEMS

#### OVERVIEW

The County Contract No. 9301-0/20 for Multi-functional Devices, Maintenance and Solutions – Prequalification Pool was awarded to establish a prequalified pool of vendors for spot market pricing competition for departments seeking to purchase or lease a multifunctional device and to establish maintenance agreements for such devices purchased or leased on this contract. Departments are required to solicit price quotations from all prequalified vendors via a Request For Quote (RFQ).

#### COPIER CLASSES

There are nine (9) classes of black and white devices and five (5) classes of color devices to choose from under this contract. Class and Page per Minute (PPM) ranges are based on Buyers Laboratory, Inc. 2009 Buying Guide.



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BLACK AND WHITE		
CLASS	PPM	MAX MEDIA SIZE
1	Up to 20 ppm	8-1/2 x 11
2	21 to 30 ppm	8-1/2 x 11
3	31 to 40 ppm	8-1/2 x 11
4	41 to 49 ppm	11 x 14
5	50 to 59 ppm	11 x 14
6	60 to 69 ppm	11 x 14
7	70 to 79 ppm	11 x 14
8	80 to 89 ppm	11 x 17
9	90 to 99 ppm	11 x 17

COLOR		
CLASS	PPM	MAX MEDIA SIZE
1c	16 to 25 ppm	8-1/2 x 11
2c	26 to 36 ppm	8-1/2 x 11
3c	37 to 46 ppm	8-1/2 x 11
4c	47 to 56 ppm	11 x 14
5c	56 + ppm	11 x 14

### PART #3: CONTRACT INFORMATION

#### CONTRACT ROADMAP INSTRUCTIONS

Each solicitation shall be consistent with AO No.3-38, "Master Procurement Administrative Order" and the terms and conditions outlined within Contract No. 9301-0/20.

#### Applicable Ordinances

Local Preference, Cone of Silence, User Access Program, & Inspector General Ordinances shall be applicable to each RFQ solicitation issued under this contract. Funding sources exempted from any of the above mentioned ordinances need to clearly articulate within the RFQ that the program fees are not applicable.

#### Local Preference Consideration

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. a business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
  - a. vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
  - b. vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
  - c. some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When the above circumstances occur, user departments are to send out a best and final offer request to all bidders remaining in consideration. **FORM C** is to be used for all best and final offers.



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Please note that the determination of the responsibility and responsiveness of all vendors that are to be included in the best and final process must take place prior to requesting the BAFO. This is to avoid a situation where a violation of the local preference ordinance to conduct a best and final process could take place. Even if low bidder, a non-responsive local vendor should not be included in this process.

Vendors are eligible for Local Preference if affirmed within the RFQ submittal.

### **Small Business Contract Measures**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD).

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

The 10% SBE preference applies to all RFQ's issued against the contract for solicitations less than \$1 million.

Departments are responsible for verifying eligibility status based on the RFQ submittal submitted in response to the RFQ. Firms are only eligible for the SBD preference if they are certified in the commodities authorized under Contract No. 9301-0/20.

**To verify eligibility, please visit the Small Business Development website:** <http://www.miamidade.gov/business/business-certification-programs.asp>

### **Insurance Requirements**

All awarded vendors under this contract are responsible for maintaining the required insurance coverage's as outlined within Contract No. 9301-0/20 for all work that is to be performed under this contract. Should a vendor's insurance policy lapse during the term of this agreement, the vendor will be suspended from the contract until a new valid insurance certificate is approved by Risk Management. Upon approval, the vendor will be reinstated back onto the contract and allowed to work on County premises.

## **PART #4: INSTRUCTIONS FOR EACH SOLICITATION**

Contract 9301-0/20 requires each acquisition to go through a competitive, spot market Request for Quotes (RFQ) process. The RFQ shall be written with sufficient detail as to the number of units required, features, and copy allowances desired. Departments are encouraged to perform a self-audit on existing equipment to analyze and determine the appropriate monthly usage(s) required for the new lease term to ensure that the vendors can adequately asses and recommended the best equipment in response to the RFQ at the lowest price. The method of award shall be based on the lowest vendor for all items in the aggregate unless otherwise specified within the RFQ.

### **PRE-QUALIFIED VENDOR CONTACT INFORMATION**

Departments are to utilize the below vendor contact information for the issuance of all RFQ's. These contacts listed below are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the below contacts for the vendors listed, may result in the cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Vendor	Contact Name	Phone Number	Fax Number	E-Mail Address
Barlop Inc.	Jose Lopez	(305)594-0470	(305) 594-2189	<a href="mailto:jlopez@barlop.com">jlopez@barlop.com</a>
Canon Business Solutions Inc.	Larry King	(954)646-9174	(305) 265-4149	<a href="mailto:lking@csa.canon.com">lking@csa.canon.com</a>



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Vendor	Contact Name	Phone Number	Fax Number	E-Mail Address
Heidelberg USA, Inc.	Jana LaFlair	(770)419-6838	(770) 419-6831	<a href="mailto:jana.laflair@heidelberg.com">jana.laflair@heidelberg.com</a>
Konica Minolta Business Solutions USA	Darriss Cooper	(305)826-0994	(305) 826-1994	<a href="mailto:dcooper@kmbs.konicaminolta.us">dcooper@kmbs.konicaminolta.us</a>
Milner, Inc.	Tom McMahon			<a href="#">Vendor No Longer Authorized As of 14APR15</a>
PC Solutions & Integration	David Rudnick	(305)667-0633	(305) 667-0618	<a href="mailto:david@pcsolutions-usa.com">david@pcsolutions-usa.com</a>
Ricoh USA, Inc.	Ralph Gonzalez	(786)388-3880	(305) 388-3898	<a href="mailto:Ralph.Gonzalez@ricoh-usa.com">Ralph.Gonzalez@ricoh-usa.com</a>
Sharp Business Systems	Debbie Perez	(305)558-2721	(305) 558-1088	<a href="mailto:perezde@sharpusa.com">perezde@sharpusa.com</a>
Toshiba Business Solutions	Annie Cruz	(305) 710-7989	(954) 556-6614	<a href="mailto:acruz@tbsfl.toshiba.com">acruz@tbsfl.toshiba.com</a>
Xerox Corporation	Gleivys Sanchez	(786) 424-6475	(954) 514-4989	<a href="mailto:Gleivys.sanchez@xerox.com">Gleivys.sanchez@xerox.com</a>
Zeno Office Solutions Inc.	Rick Powers	(954) 325-7149	(954) 792-2242	<a href="mailto:rpowers@zenosolutions.com">rpowers@zenosolutions.com</a>

### **AMENDMENT TO PRE-QUALIFICATION POOL CONTRACT**

As of June 3, 2016 price proposal class 1 thru 9 black and white machine (pages 45 thru 53) and class 1c thru 4 c color machine (pages 63-66) are no longer required to be submitted with bid documents from new vendors who would like to be added to the pool contract. . All other requirements remains the same.

### **RFQ STEPS FOR OBTAINING EQUIPMENT PURCHASES, LEASES, & ASSOCIATED MAINTENANCE**

1. Determine the Multifunctional Device (MFD) specifications required for both operations and technology needs. Consider the following information:
  - a. Required Quantity
  - b. Black & White (monochrome) or Color Options
  - c. Minimum Pages Per Minute (PPM)
  - d. Monthly volume Black & White (monochrome) copies required
  - e. Monthly volume color copies (if applicable) required
  - f. Equipment Features (fax, network scanning, document finisher, stapler, etc...)
2. Complete a MFD needs assessment. *(Please see attached assessment form)*



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3. Complete the RFQ form and detailed MFD specifications for the required equipment.
4. Upon completion of the RFQ form and a detailed MFD specifications document, the RFQ is to be sent to all pre-qualified vendors under this Contract. It is highly recommended that departments verify with the vendor listing within ADPICS or the BTS System ensuring that the award sheet is current as new vendors may be added at any time.
5. Upon the issuance of an RFQ by the County, Section 2-11.1(t) of the County Code (Cone of Silence) applies to the process.
6. Upon the close of the RFQ, the bidder responses shall be reviewed and tallied. The department will tally the results of the responses and identify the vendor who provides the lowest aggregate price. The aggregate price is the sum of the monthly lease payment plus the monthly maintenance payment multiplied by the lease term. The extended total is the evaluated price.
7. A copy of all the quotes received and associated tally must be provided to the Procurement Contracting Officer for review and release of allocation for the lease term.

**Options to consider for RFQ:** Copy allowances per MFD unit can be calculated in several ways. They are copy allowance fees are typically billed based on the following options:

- Cost per Impression (cost per copy) per MFD
- Copy Allowance Per MFD per Month/Quarter
- Copy Allowance Pool for Several MFD Devices

As part of the RFQ preparation and needs assessment it is recommended that you clearly indicate the type of copy allowance/impression pricing required for the new lease. *(Note: Color machines are billed with two separate impressions: one for black & white impressions and one for color impressions. This needs to be factored into the RFQ estimates).*

**The below examples are provided for reference:**

Cost per Impression: Quarterly Cost per Impression Pricing is 0.0093 and the department made 25,368 impressions (copies and prints combined) in a quarter (8,456 a month). The quarterly maintenance invoice would be \$235.92 ( $0.0093 \times 25,368 = \$235.92$ ). The quarterly invoice will always fluctuate and the department will only pay for what is used.

Allowable Volume or Copies Included: The total number of copies allowed for the quarter is 30,000 (10,000 a month). The Quarterly Cost per Impression Pricing is 0.0093 and the department made 25,368 impressions (copies and prints combined). The quarterly maintenance invoice would be \$279.00 ( $0.0093 \times 30,000 = \$279.00$ ). This offers a fixed monthly maintenance price, but the department would still have to pay for any of the un-used impressions. Also should the department exceed the allowable volume, the department would be invoiced for each impression in excess of the allowable volume. The rate will be the same as the Quarterly Cost per Impression Rate.

### ***Prior to Award***

**Prior to making an award under this pool, departments are reminded to:**

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible, including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>  
Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, and click on the Non.Perf.Hist. button.)
- In your notice to participants of the of the quote results, copy the Clerk of the Board ([clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the \_\_\_\_ department, recommends award of this quote to:\_\_\_\_\_. Our provision of this notice also serves to confirm the lifting



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of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)

- Allow a three business day protest period, beginning the day after the award recommendation is posted with the Clerk and notification is sent to all participants.

### **USER DEPARTMENT RESPONSIBILITY**

It is the responsibility of the user Department Director to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Internal Services Department, Audit and Management, and the Office of the Inspector General.

### **METHOD OF AWARD**

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis. Departments must clearly identify the Method of Award within all RFQ's issued under this contract.

### **RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, any and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.



# **SAMPLE RFQ & MFD NEEDS ASSESSMENT**



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### MIAMI-DADE COUNTY REQUEST FOR QUOTE

**THIS IS NOT  
AN ORDER**

QUOTATION NO.: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

TIME: **2:00 PM**

CONTRACT NO. : **9301-0/20**

ISSUING DEPARTMENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**NOTES:** (1.) All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified. (2.) Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award the entire RTQ response must be submitted in accordance with all specifications contained in the solicitation electronically via email to the contact person listed above.

#### SECTION 1 - GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions.pdf>

#### SECTION 2 – PURPOSE

The purpose of this Request for Quote (RFQ) is to secure sealed quotes for the Multi-Functional Devices, Maintenance, and Solutions as specified herein. Eligible Bidder(s)/Proposer(s) must be pre-qualified under Contract NO. 9301-0/20 prior to the RTQ close date. Submittals received from non-eligible Bidders/Proposers will not be permitted.

#### SECTION 3 - SCOPE OF SERVICES

The Department of **INSERT NAME HERE** wishes to enter into a thirty-six (36) month, Fair Market Value (FMV) lease for various multi-function office equipment as further defined below. **INSERT NAME HERE** requires delivery of the equipment within five days of issuance of the Notice to Proceed and will require the successful bidder to deliver, install, train, and maintain the leased equipment in the various **INSERT NAME HERE** locations identified below throughout the lease term. Successful Bidder will be required to configure all leased multi-functional devices to auto-submit meter reads and service calls remotely. All copy allowances are to be pooled amongst the various copier bands. Lease prices should include Service and Supplies (i.e. Parts, Labor, Toner, Staples, etc.) except paper.

##### (A) Equipment to be Provided:

Quantity	Description	Device Speed	Monthly Allowance Per Device	Delivery/ Facility Locations
4	Multi-functional black and white device with print and color scan capabilities inclusive of the following options: Finisher with stapler and three hole punch; Three paper drawers for 8-1/2 x 11 paper; legal, and 11 x 17. Ethernet connectivity required. Multi-functional device shall be capable of performing the following tasks: sorting, stapling, copy double-sided, print double-sided, scan double-sided to e-mail or to a shared drive. Ethernet connectivity required.	90 PPM	40,000 Black and White Copies	701 NW 1st Court, Miami FL 33136 8th Floor - 1 device 14th Floor - 3 devices





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Quantity	Description	Device Speed	Monthly Allowance Per Device	Delivery/ Facility Locations
4	Multi-functional black and white device with print, fax, and color scan capabilities inclusive of the following options: Finisher with stapler and three hole punch; Three paper drawers for 8-1/2 x 11 paper, legal, and 11 x 17; Copier shall be capable of sorting, copy double-sided, print double-sided, scan double-sided to e-mail or to a shared drive. Ethernet connectivity required.	45 PPM	10,000 Black and White Copies	111 NW 1st Street, Miami FL 33136 14th Floor - 2 devices 16th Floor - 2 devices

### SECTION 4 – PRICING

Bidders are required to provide unit prices for all items as listed below. All unit prices shall be inclusive of all required maintenance services including but not limited to: preventative maintenance, parts, labor, and associated toner. Unit prices quoted must also include the pooled copy volumes detailed below per item. **Vendors are required to provide copies of the Technical Specifications for the Devices proposed, attached to the bid submittal.**

Item No.	Quantity	Description	Device Speed	Pooled Copy Allowance For All Devices	Unit Price Per Device
1	4	Multi-functional black and white device with print and color scan capabilities inclusive of the following options: Finisher with stapler and three hole punch; Three paper drawers for 8-1/2 x 11 paper; legal, and 11 x 17. Ethernet connectivity required. Multi-functional device shall be capable of performing the following tasks: sorting, stapling, copy double-sided, print double-sided, scan double-sided to e-mail or to a shared drive. Ethernet connectivity required.  <b>OVERAGE COPIES</b>  B/W Overage Impression @_____ea. (This rate shall be fixed for the term of the lease.)	90 PPM	160,000 Black and White Copies	\$ _____ / Per Month
2	4	Multi-functional black and white device with print, fax, and color scan capabilities inclusive of the following options: Finisher with stapler and three hole punch; Three paper drawers for 8-1/2 x 11 paper, legal, and 11 x 17; Copier shall be capable of sorting, copy double-sided, print double-sided, scan double-sided to e-mail or to a shared drive. Ethernet connectivity required.  <b>OVERAGE COPIES</b>  B/W Overage Impression @_____ea. (This rate shall be fixed for the term of the lease.)	45 PPM	80,000 Black and White Copies	\$ _____ / Per Month



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**METHOD OF AWARD:** Award will be made to the lowest priced, responsive, responsible, vendor who submits an offer on all items added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

**PAYMENT TERMS:** In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code payment shall be 45 days from receipt of a proper invoice (30 days to small firms).

**Delivery is required in 10 calendar days after receipt of an order**

**Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.**

☐ Place a check mark here only if bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.**

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**Addenda Received:** ☐ Yes ☐ No      **If yes, please indicate the number of addenda received:**

### **SMALL/MICRO BUSINESS CONTRACT MEASURES FOR SOLICITATIONS (Bid Preference)**

A 10% bid preference for Micro Business Enterprises (Micro/SBE) applies to this solicitation if the resultant contract is \$50,000 or less. A 10% bid preference for Small Business Enterprises (SBE) applies to this solicitation if the resultant contract is greater than \$50,000 unless otherwise noted. A Micro/SBE or SBE Business Enterprise must be certified by Small Business Affairs for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact Small Business Affairs at 305-375-3111 or access <http://www.miamidade.gov/sba/development.asp>

The Micro/SBE or SBE Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

**Is your firm a Miami-Dade County Certified Small Business Enterprise?**    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, please provide your Certification Number: \_\_\_\_\_

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of forty-five (45) days from date quotation is due. If awarded a purchases order or contract as a result of this solicitation, bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract.



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Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Firm Name: \_\_\_\_\_ F.E.I.N. No.: \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



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### INSTRUCTIONS TO BIDDERS

1. Bidder may submit its written quotation by e-mail or fax to the contact person identified on the front of this document, unless otherwise specified.

2. **Quotes received after the time and date specified, and after any other quotes have been opened shall not be accepted.**

Requests for additional information or clarification must be made in writing to the person identified on the front of this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

### TERMS AND CONDITIONS

**ALL RESULTANT AWARDS ISSUED AS A RESULT OF THIS REQUEST FOR QUOTE SOLICITATION PROCESS SHALL CONFORM TO THE TERMS AND CONDITIONS OUTLINED WITHIN CONTRACT NO. 9301-0/20.**

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### Legal Requirements

Bidders are advised that this contract is subject to all legal requirements contained in the Contract No. 9301-0/20 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

The award of this RFQ solicitation is subject to County Ordinance No. 01-21 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address

When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business, then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The best and final bid will be requested by the County within five working days of the bid opening. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.



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**FORM C**

**LOCAL PREFERENCE – BEST AND FINAL**

**NOTE: THIS FORM IS TO BE PLACED ON YOUR DEPARTMENT'S LETTERHEAD**

Date

Re: Your submittal regarding Request for Quote #:  
Contract No. 9301-0/20  
Specific Item and Description: (see attached)  
Lowest Unit Price Bid: \$  
Date of Initial RFQ Opening:

Dear Vendors:

The referenced item is impacted by the Code of Miami-Dade County, Chapter 2, Article I, Section 2-8.5, which allows for preference to local businesses on County contracts.

Pursuant to Section 2-8.5 of the Miami-Dade County Code, which allows for preference to local business on County contracts, your firm is hereby provided the opportunity to submit a best and final offer under the above cited Request for Quote. Any best and final pricing submitted by your firm must be equal to or lower than the pricing your firm originally bid.

Should your firm decide to participate in this process, you must use the enclosed "Best and Final Bid Submittal Forms". The completed "Best and Final Bid Submittal Forms" must be submitted in via e-mail with the name of your firm and the above-cited Request for Quote number; and must be received at the Department of **INSERT USER DEPARTMENT NAME HERE** by the time and date indicated below. If no response from your firm is received, we will complete our award evaluation based on the initial pricing submitted by your firm.

We appreciate your interest in this procurement action; and look forward to your continued participation in this, and any future solicitations.

All Best and Final Offers are due to later than **INSERT DATE & TIME** via e-mail to **INSERT CONTACT NAME**, or via fax **INSERT FAX NUMBER**.

Sincerely,

**CONTACT NAME**  
**DEPARTMENT**

Distribution List:

Non-Local Lowest Bidder; Miami-Dade and Broward vendors within 10% of lowest initial bid (with any verified bid preference applied)

cc: Clerk of the Board

# **Multifunctional Device Needs Assessment Checklist**



## CONTRACT NO. 9301-0/20 ROADMAP

### General Information

Current multifunctional device (MFD) Quantity:					
Current MFD Location(s):					
Was the MFD Purchased?	Yes	No			
Was the MFD(s) leased?	Yes	No			
If yes, when does current Lease Term(s) Expire:					
Current Monthly MFD (s) Payment					
Current MFD(s) Copier Speed:					
Current Copy Allowance(s) per Month:					
Black and White					
Color					
Is the current payment inclusive of Maintenance?	Yes	No			
If no, what is the current maintenance cost for the MFD(s)?					
Current Copy Overage Charge(s)?					
Black and White					
Color					
Do you want to trade your current copier?	Yes	No			
Is your current copier networked?	Yes	No			
Do you fax with your current copier?	Yes	No			
Do you use your current copier for scanning?	Yes	No			
Do you require the vendor to pickup and return the MFD(s) as part of the delivery of new MFD equipment?	Yes	No			

### MFD Requirements

MFD Quantity Required:					
Lease or Purchase?					
If lease, for how long?	12 month	24 Month	36 month	48 month	60 month
Type of Lease:	Straight Lease	Fair Market Value	\$1 Out	10%	
Copier Speed Required:					
Monthly Copy Allowance Required:					
Black and White					
Color					
Cost Per Copy?	Yes	No			
If yes, for how many machines and at what volume?					
Black and White					
Color					
Copy Pool Allowance?	Yes	No			
If yes, for how many machines and at what volume?					
Black and White					
Color					
How many people will be using the MFD?					

### MFD Options

Will the new MFD be placed onto the network?	Yes	No			
Will the new MFD be used to fax?	Yes	No			
Will the new MFD be used for scanning?	Yes	No			
Will the new MFD be used for double-sided printing?	Yes	No			
Will the new MFD be used to compile and print large documents with various paper sizes?	Yes	No			
If yes, what type of paper sizes are required?	8.5 x 11	8.5 x 14	11 x 17	Other	
Will the new MFD require a large capacity paper tray?	Yes	No			
Will the new MFD require a 3 hole puncher	Yes	No			
Will the new MFD require a finisher?	Yes	No			
Will the new MFD be required to staple and collate?	Yes	No			
Will the new MFD require post scripts?	Yes	No			
Will the new MFD require hard drive security?	Yes	No			